



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO P7010.6C
4A

1 OCT 1996

DEPOT ORDER P7010.6C w/ ch1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS RECRUIT
DEPOT/WESTERN RECRUITING REGION, SAN DIEGO BILLETING
FUND (SHORT TITLE: SOP FOR THE MCRD/WRR, SAN DIEGO
BILLETING FUND)

Ref: (a) MCO P11000.22 (NOTAL)
(b) DOD 7000.14-R (NOTAL)
(c) NAVCOMPT Manual, Vol VII (NOTAL)
(d) MCO 7510.2D (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To provide policies and procedures for the operation and administration of the MCRD/WRR San Diego Billeting Fund.

2. Cancellation. DepO P7010.6B.

3. Background. The MCRD/WRR San Diego Billeting Fund is a Nonappropriated Fund Instrumentality (NAFI), authorized by the Commandant of the Marine Corps, to be administered in compliance with the requirements of references (a) through (d). This is a supplemental mission subject to the same rules of operation as Morale Welfare Recreation (MWR) NAIs associated with the MWR program. Aligned with Category C MWR activities supplemental mission services, NAIs are entitled to limited appropriated fund support.

4. Summary of Revision. This Manual has been revised to reflect the replacement of the NAVSO P-3520 with the DOD 7000.14-R. Major revisions are listed in Index 1. This Manual also contains a number of minor changes and must be thoroughly reviewed.

5. Applicability. This Manual is applicable to all Depot personnel and units under control of the Depot. It will serve as a basis for the billeting of transient personnel and those personnel moving in or out of quarters who may require temporary lodging.

DepO P7010.6C
11 OCT 1996

ADHFO

6. Certification. Reviewed and approved this date.

90 

J. M. GUERIN
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO P7010.6C Ch 1
4

MAR 28 2002

DEPOT ORDER P7010.6C Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION, SAN DIEGO BILLETING FUND (SHORT TITLE: SOP FOR THE MCRD/WRR, SAN DIEGO BILLETING FUND)

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. Delete all reference to "Depot Transient Billeting Manager" and replace with "Deputy Director of Billeting and Housing" throughout the Order.

b. Delete all reference to "Director of Facilities" and replace with "Assistant Chief of Staff, G-4" throughout the Order.

c. On page 2-3, paragraph 2000.3a add ", and rooms 18, 22, and 23" at the end of the sentence.

d. On page 2-3, delete the current paragraph 2000.3b and replace with "Barracks 625: Suites 235, 239, 271, 272, 275, 276, 279, 280; rooms 201-293, rooms 301-391, and rooms 401-491".

e. On page 2-3, delete paragraph 2000.3c in its entirety.

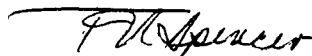
f. On page 2-4, paragraph 2001.5, add "/microwave combos," immediately following the word: "refrigerators" on line 14.

g. On page 2-5, paragraph 2002.4, delete in its entirety and replace with: "4. Service charges listed below are authorized by the Commanding General, MCRD/WRR San Diego:

Temporary Officer Quarters	Suite A	\$30.00
Bldg 312	Suite	\$20.00
	Room	\$15.00
Temporary Enlisted Quarters	Suite	\$15.00
Bldg 625	SgtMaj Suite	\$20.00
	Single Occupancy	\$14.00
	Multiple Occupancy	\$11.00

An extra \$5.00 fee is charged for each additional person (12 yrs and up).

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

DepO P7110.6C

1 OCT 1996

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE MCRD/WRR SAN DIEGO
BILLETING FUND (SHORT TITLE: SOP FOR THE MCRD/WRR SAN
DIEGO BILLETING FUND)


Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change
1	28 MAR 02	29 NOV 02	

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND
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SOP FOR MCRD/WRR SAN DIEGO BILLETING FUND

CHAPTER 1

GENERAL INFORMATION

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SOP FOR MCRD/WRR SAN DIEGO BILLETING FUND

CHAPTER 1

GENERAL INFORMATION

1000. DESCRIPTION

1. The MCRD/WRR San Diego Billeting Fund is NAFI established and operated for the purpose of providing billeting support services to eligible personnel and maintaining the well-being, morale, and efficiency of the Command and its tenant units.

2. The financial goal of the Billeting Fund is overall self-sufficiency and not profit generation. In accordance with reference (a), sufficient revenue is to be generated to provide for direct operating expenses, administrative/overhead expenses, training of NAFI employees, and acquisition/replacement of capital assets not authorized or available from appropriated fund support.

3. Appropriated Funds. The provision of billeting is an appropriated fund mission and the administration, management, operation, maintenance, and use of bachelor enlisted quarters (BEQ) permanent and transient quarters are supported with appropriated funds.

4. Nonappropriated Funds. The provision of billeting support services is a NAFI supplement to the billeting mission, and is supported by the Billeting Fund with money collected from approved fees and service charges. Funds collected will be used to pay for housekeeping, administrative support and other attendant services provided, as well as improvements not considered an appropriated fund expenditure or when appropriated funds are unavailable.

1001. AUTHORITY. The Billeting Fund will be operated under the control of the Commanding General, subject to reference (a), instructions and procedures contained in reference (b) and reference (c), and such additional instructions as may be issued by higher authority.

1002. ORGANIZATION

1. The Billeting Fund is administered by the Depot Transient

Billeting Manager under the cognizance of the Director of Facilities.

2. The Transient Billeting Manager will be appointed in writing as the custodian of the Billeting Fund. Format for the authorization letter is provided on page 1-5 (Figure 1-1). Administrative authority over those facilities will be designated by the Commanding General. All persons staying in Billeting Fund rooms are charged the appropriate service charges in accordance with reference (a).

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

HEADING

00/XXX/XX

7010

Date

From: Commanding General
To:

Subj: APPOINTMENT AS CUSTODIAN OF THE MCRD/WRR BILLETING FUND

Ref: (a) MCO P1100.22
(b) DOD 7000.14-R

1. In accordance with reference (a), you are appointed custodian of the MCRD Billeting Fund, effective _____ (Date).
2. Your specific duties are set forth in reference (b), and you are further governed in the performance of duties by applicable directives issued by this Headquarters and higher authority.
3. You are authorized to delegate duties to your assistants, subject to the following limitations:
 - a. Authority to sign contracts will not be delegated.
 - b. Delegation for authority will not relieve you of your assigned responsibility.
 - c. The specific duties and related responsibilities so delegated will be prescribed, in writing, over your signature. Copies of each delegation will be forwarded to the Director of Facilities, Billeting/Housing Officer and the NAF Specialist.

/s/ _____

Copy to:
Director of Facilities
Billeting/Housing Officer
NAF Specialist

Figure 1-1.--Format for Letter of Appointment as Custodian

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

CHAPTER 2

FACILITIES, SERVICES, AND CHARGES

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Building 625 and is open 24 hours daily. Reservations and room assignments will be accomplished similar to a hotel/motel operation. During non-working hours, the Depot Officer of the Day (DOOD), located in building 31, will handle the checking in/out of VIP visitors. The billeting staff is on a 24 hour recall (via beeper) in order to resolve billeting problems.

2. The Distinguished Guest Quarters (DGQ), Suite A (Bldg 312), will accommodate official guests of the Command, to include general officers, foreign dignitaries, and distinguished civilians. Assignments to these quarters are controlled by the Commanding General's Office and reservations are coordinated with the Billeting Office to ensure special requirements are met. In order to maintain required occupancy utilization, the Transient Billeting Manager may assign other guests to the DGQ Suite on a space available basis and with prior approval of the Commanding General.

3. Custodial Service. Daily custodial service is provided in all common use areas, such as lobbies, lounges, hallways, laundry rooms, recreation rooms and community heads. The labor expense is borne by non-appropriated funds.

4. Housekeeping Service. Housekeeping services are provided Monday through Friday to all occupied transient spaces. On weekends and holidays, housekeeping services are limited to spaces occupied by non-student transients.

5. Linen and Furnishings. Basic linen and furnishings will be provided. The laundering and cleaning of government-owned linen and furnishings is performed at the expense of appropriated funds unless special sizes require service not available from appropriated sources. Currently, the Billeting Fund is providing linens purchased with nonappropriated funds. Exceptional laundering and cleaning done by commercial sources is supported by the Billeting Fund. Appropriated funds provide for the installation, replacement, and maintenance of basic room furniture, drapes, carpets, pictures, lamps, and other authorized furnishings. When appropriated funds are neither authorized nor available, nonappropriated funds may be used. The Billeting Fund specifically provides these additional amenities: telephones, televisions, ~~refrigerators~~, clocks, coffee makers, irons, and ironing boards in all transient rooms.

6. Maintenance. Maintenance requirements are accomplished by *microwave combos*

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

CHAPTER 2

FACILITIES, SERVICES, AND CHARGES

2000. FACILITIES

1. The facilities served by the Billeting Fund are those facilities designated by the Commanding General as transient quarters for military and civilian personnel on official business. The designated facilities are listed in paragraph 2000.3 below.

2. Adequate transient facilities at MCRD/WRR, San Diego are available to accommodate all grades of Temporary Additional Duty (TAD) officers, civilians, and enlisted personnel. Their dependents may be assigned to transient quarters on a space available basis under provisions of reference (a). Personnel under Permanent Change of Station (PCS) Orders (inbound/outbound), drawing Basic Allowance of Quarters (BAQ) are authorized occupancy not to exceed 30 continuous days. Written waivers may be granted on the 30 day policy on a case-by-case basis by the activity commander. Personnel on annual leave and retired personnel may be assigned transient quarters on a space available basis.

3. The following rooms are designated as Billeting Fund transient quarters:

ch 1
a. Building 312: VIP Suite A, and Suites 1 through 10 *and rooms 19, 22 and 23*

b. ~~Barracks 619: Rooms 201 through 215; Rooms 217, 219, 221, 223, 225, 227, and Rooms 243 through 254; Rooms 255, 257, 259, 261, 263, and 265.~~ *Barracks 625, Suites 235, 239, 271, 272, 275, 276, 279, 280, rooms 201, 293, rooms 301-391, and rooms 401-491.*

ch 1
c. ~~Barracks 625: Suite 114 - 116; Suite 357 - 359; Rooms 301 through 356, except 302; Rooms 360 through 391; Rooms 401 through 491, except 402.~~

2001. SERVICES

ch 1
1. Billeting Services. Clean, comfortable, sanitary quarters and the best possible billeting service will be provided to transient personnel assigned to or visiting MCRD/WRR, San Diego. The reservation desk of the Billeting Office is located in

Depot Facilities Maintenance personnel and charged to appropriated funds. Minor, routine maintenance is done by a nonappropriated transient billet employee funded by the Billeting Fund.

2002. CHARGES

1. Service charges are established by the Commanding General to generate revenue necessary to meet authorized expenses. The Billeting Fund is established to receive and disburse monies collected through these charges.

2. Service charges for transient personnel and distinguished visitors are established to cover the cost of housekeeper, operational/management services, and amenities not available from appropriated funds.

3. Service charges for non-government personnel include the same cost as outlined in paragraph 2002.1 above plus a fair market value, which is accounted for by the Billeting Fund and paid to the U.S. Treasury as prescribed by reference (a).

4. Service charges listed below are authorized by the Commanding General, MCRD/WRR, San Diego:

Temporary Officer Quarters	Suite A	\$30.00
Bldg 312	Suite	\$20.00
	Room	\$15.00
Temporary Enlisted Quarters	Suite	\$15.00
Bldg 625	SgtMaj Suite	\$20.00
	Single Occupancy	\$14.00
	Multiple Occupancy	\$11.00

An extra \$5.00 fee is charged for each additional person (12 yrs and up).

5. Service Charge Policies

a. The rates listed in paragraph 2002.4 apply to all guests.

b. Guests are required to make full payment by cash, check, credit card, or money order payable to the MCRD Billeting Fund prior to check out. Most credit cards are accepted.

c. If it becomes evident that a guest has departed without paying, the Billeting Office will send a letter to the guest requesting payment within 15 calendar days of the date of the letter. If this fails, an official letter will be sent to the guest's Commanding Officer advising of the delinquent charges and requesting cooperation in collecting payment. If the guest is a civilian employee, a letter will be sent to their supervisor after all efforts to collect have been ignored.

d. When a guest pays by a check that is returned by the bank, the Billeting Office will send a letter requesting payment within 15 calendar days to include a charge of \$15.00. On the due date, if payment is not received, another letter will be issued with a due date of 15 calendar days from the date of the second letter. After 30 days and all efforts to collect have failed, offset of the member's pay may be undertaken by preparing a DD Form 139, Pay Adjustment Authorization.

e. The custodian of the Billeting Fund is responsible for the collection of service charges that becomes due.

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

CHAPTER 3

FINANCIAL MANAGEMENT

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SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

CHAPTER 3

FINANCIAL MANAGEMENT

3000. GENERAL. The Billeting Fund will be administered and accounted for in accordance with references (a) through (d).

3001. POLICIES AND PROCEDURES. This chapter defines the financial management responsibilities of the Billeting Fund.

1. Commanding General. NAFI administration and supervision are Command functions; therefore the Commanding General has the same responsibility for administration of the NAFI as for any other functional element of the Command. Responsibilities are contained in paragraph C030101.C of reference (b).

2. The Billeting Fund is a separate financial entity serving as a depository for money collected from approved fees and service charges. It is identified under Management Program, Code 821.

3. Manager. The custodian is the direct representative of the Commanding General, under the cognizance of the Director of Facilities. The custodian exercises executive control over activities of the Billeting Fund and is charged with specific duties and responsibilities outlined in paragraph C030101.D of reference (b).

4. Audit Action. The Marine Corps Non-appropriated Fund Audit Service (MCNAFAS) is responsible for auditing the Billeting Fund, as prescribed by reference (d).

5. Internal Reviews. The NAF Specialist is the Command representative tasked with internal review and management assistance for the Billeting Fund.

3002. BUDGETS AND FINANCIAL STATEMENTS

1. Annual NAFI budgets are to be prepared per Chapter II of reference (b). The Billeting Fund budget will include:

- a. An operating budget.
- b. A cash flow budget.

- c. A balance sheet projection.
- d. A 5-year projected capital expenditure budget.
- e. A proposed schedule of service charge rates for the budget year.

The completed budget, reviewed and approved by the Commanding General, will be on file at the activity and available for audit and review not later than 1 September for the upcoming fiscal year. A copy of the budget, approved by the Commanding General, is provided to the Commandant of the Marine Corps (CMC) (Code LFF) for information.

2. Annual Billeting Fund financial statements will be completed and copies forwarded to the local NAFI auditor and CMC (Code LFF) to arrive no later than 1 November following the end of the fiscal year. The financial statements include:

- a. A balance sheet.
- b. Statement of Reconciliation of Net Worth.
- c. Income and Expense Statement.
- d. Appropriated Fund Support Summary (Schedule A to the Income and Expense Statement).
- e. Funds Invested/Validated Commitments Report.

3. Quarterly Billeting Fund financial statements will be prepared and will display the budgeted amounts, actual amounts, and the variance. The completed quarterly financial statements, with the Commanding General's reviewing endorsement, will be on file at the activity and available for audit and review not later than the 20th of the month following each fiscal quarter. A copy of the 2nd quarter and the year-end financial statement will be provided to CMC (Code LFF) for information, review, and analysis.

4. The Billeting Fund will be audited by the MCNAFAS per the provisions of reference (d).

3003. CASH. Cash includes petty cash funds, change funds, bank accounts, and cash receipts. Procedures for the control of cash

funds and receipts are provided in reference (b).

1. Petty Cash Fund. For small cash purchases, a petty cash fund may be established to be used for purchases not to exceed \$50.00 for any one transaction. The Commanding General will authorize in writing the establishment of this fund, if needed, and specify the amount authorized. The Petty Cash Fund shall be administered in accordance with paragraph C050602 of DOD 7000.14-R.
2. Change Fund. The Commanding General will authorize, in writing, the establishment of a Change Fund, as needed, specifying the amount authorized. Format for an authorization letter is provided on page 3-10 (Figure 3-2).
3. Cash Verification. All funds and cash receipts must be verified daily. Surprise verifications of all cash receipts in the custody of the Billeting Fund will be made at least once quarterly (reference (b), paragraph C050604.B).
4. Auditing. MCNAFAS and NAF Specialist auditors will be provided access to all Billeting Fund files for reviewing books, accounts, bank statements, reports, and property for the purpose of auditing the Billeting Fund.
5. Bank Accounting. A checking account will be administered by MWR accounting and is used primarily for making disbursements by check. All checks will be prenumbered and shall have imprinted or stamped thereon the name "MCRD Billeting Fund" and address. An interest drawing savings account and/or a Certificate of Deposit will be established for excess funds. Page 3-11 (Figure 3-3) provides the format for an authorization letter. The Billeting Fund will be responsible for depositing daily receipts and making change.
 - a. Billeting Fund deposits shall be made in accordance with paragraph C050605.C of reference (b).
 - b. The savings account will be carried in the full name of the activity and not in the name of any individual.
 - c. The Commanding General shall notify the bank(s), in writing, that CMC (Code LFF) is successor in interest to the Billeting Fund account, and that no responsibilities will be attached to the bank after transfer of funds to, or upon the

order of, CMC (Code LFF). Page 3-12 (Figure 3-4) provides the format of a letter for this transaction.

3004. INCOME. Income is money or money equivalents (checks, money orders) earned during the accounting period.

1. Cash Receipts. Cash receipts require the fullest possible measure of control. It is vital that accurate and timely records be kept. A "Marine Corps MWR Daily Report of Sales" form (ADR) will be prepared by each cashier for the daily receipts and will be supported by a pre-numbered cash receipt for each transaction. Advance payments received in the mail or other than at the Billeting office will be logged into a logbook and signed by the cashier. To segregate the functions of handling money and cash from its record keeping, all financial records are maintained by the MWR accounting office.

2. Sales Slips. In the absence of cash registers, sales slips, written in triplicate, must be used. They will be pre-numbered sequentially and stocks will be in the custody of a person other than the cashier. Sales slips will be issued to cashiers, as required, and all slips must be accounted for in sequence. All void slips will be annotated and filed. Should there be any missing slips, appropriate verification must be accomplished to explain the reason for the discrepancies. The original will be given to the customer, second copy attached to the Daily Activity Report, and the third copy kept in the receipt book.

3. Bank Deposits. Deposits to the Marine Corps West Federal Credit Union are made daily. Deposits covering weekends and holidays will be made on the next business day. Deposits for the weekend should have separate deposit slips/tickets completed for each business day and not combined on one deposit slip/ticket.

3005. PURCHASING

1. All purchases made by the Billeting Fund will be administered by the AC/S, MWR.

2. Purchase requests will be forwarded to the MWR Purchasing Department for action.

3. The purchasing agent at MWR specifically authorized in

writing by the Commanding General will be responsible for all purchases for the Billeting Fund. A monetary limit of \$2,500.00 is established for specific purpose expenditures, unless approved by Capital Expenditure Budget.

4. The receiving agent, designated in writing by the custodian, will be responsible for screening and certifying all purchases received. Page 3-13 (Figure 3-5) provides the format of a letter of authorization for the receiving agent.

5. Under no circumstances will the custodian act as purchasing agent or receiving agent.

3006. PROPERTY ACCOUNTABILITY

1. Fixed assets (nonexpendable property) of the Billeting Fund will be accounted for on property records (NAVCOMPT 7421) in accordance with paragraph C051201 of reference (b). Property records will be reconciled with the general ledger at least annually. Nonexpendable property recorded in the item general ledger as fixed assets will be capitalized and depreciated. Each fixed asset will have an identification number or symbol permanently affixed to it to identify it as Billeting Fund property.

2. Expendable items purchased with the Billeting Fund will be expensed against billeting operations only after the item is first used. When an item is unused, it will be carried as a prepaid supply item. Fixed assets purchased with appropriated funds will be recorded on the consolidated memorandum receipt (CMR) listing and will have a national stock number (NSN) as part of its identification tag.

3. An annual physical inventory will be conducted to determine the exact quantity and value of Billeting Fund assets and other property on hand at the end of the accounting year. An official inventory will also be conducted upon the relief of the custodian.

3007. CUSTODIAL EMPLOYEE ACCOUNTABILITY

1. The custodial service performed in TEQ/TOQ facilities fluctuates with occupant status and occupancy load. The wide

dispersion of buildings in different areas of the Depot makes it necessary to assign custodial workers to perform both common area work and individual room cleaning for a given building assignment.

2. Housekeeping services, including maid and janitorial services for common use areas will be provided initially through the use of a nonappropriated funded cleaning service. Nonappropriated funded costs for the common use areas will be reimbursed by station operations and maintenance funds to the Billeting Fund. The cost of services for individual room cleaning will be supported with nonappropriated funds derived from charges upon the residents of the activity. Time is recorded daily for common area cleaning and room maid service performed by all custodial employees.

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

HEADING

00/XXX/XXX
7010
Date

From: Commanding General
To: Custodian, MCRD/WRR San Diego Billeting Fund

Subj: PETTY CASH FUND AUTHORIZATION

Ref: (a) NAVCOMPT Manual, Vol IV
(b) DOD 7000.14-R

1. In accordance with reference (a), you are authorized to establish and maintain on hand, under proper security, a Petty Cash Fund in the amount of \$_____. This fund is to be used for making small miscellaneous disbursements, not to exceed \$50.00 for any one transaction, in payment of MCRD/WRR, San Diego Billeting Fund obligations that cannot reasonably be made by check. The Petty Cash Fund shall not be used for payment of employees nor the payment of expenses of a recurring nature.

2. Your management of this fund will be maintained in accordance with references (a) and (b). The Billeting Fund will be available to proper authorities for verification at any time.

/s/ _____

Copy to:
Director of Facilities
Billeting/Housing Officer
NAF Specialist

Figure 3-1.--Format for Letter of Authorization for
Petty Cash Fund

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

HEADING

00/XXX/XXX
7010
Date

From: Commanding General
To: Custodian, MCRD/WRR San Diego Billeting Fund

Subj: CHANGE FUND AUTHORIZATION

Ref: (a) DOD 7000.14-R

1. In accordance with paragraph C050603 of the reference, you are authorized a Change Fund in the amount of \$_____.
2. This fund is established primarily for the purpose of making change. Expenditures from the Change Fund are prohibited.
3. You will provide each activity cashier with a separate fixed amount Change Fund and obtain a receipt in duplicate. When the activity cashier is reassigned or relieved, she will return the Change Fund and obtain the original of her receipt.
4. The entire Change Fund must be available for audit and/or verification at all times.

/s/ _____

Copy to:
Director of Facilities
Billeting/Housing Officer
NAF Specialist

Figure 3-2.--Format for Letter of Authorization for Change Fund

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

HEADING

00/XXX/XXX
7010
Date

Bank
Address
City, State Zip Code

Gentlemen:

Effective _____ (Date), _____ (Name) has been
appointed custodian of the MCRD/WRR Billeting Fund and is
authorized to deposit/withdraw funds and to purchase, redeem, and
receive monies related thereto.

Sincerely,

/s/ _____

Blind copy to:
Director of Facilities
Billeting/Housing Officer
NAF Specialist
Custodian, MCRD Billeting Fund

Figure 3-3.--Format for Letter of Bank Authorization

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

HEADING

00/XXX/XXX

7010

Date

Bank

Address

City, State Zip Code

Re: Bank Account Number

Bank Administration:

Marine Corps directives require the Commandant of the Marine Corps be the successor in interest to all Billeting Fund bank accounts. This requirement allows the proper financial control to be in place should a Billeting Fund be disestablished.

Accordingly, you are advised that the Commandant of the Marine Corps is successor in interest to all referenced bank accounts maintained at your depository under the name of MCRD/WRR Billeting Fund.

On disestablishment of the MCRD/WRR Billeting Fund, only the Commandant or his delegated designees; Commanding General, MCRD/WRR and Assistant Chief of Staff, G-4, MCRD/WRR; have the authority to transfer funds from the referenced accounts.

Acknowledgment of this letter is requested.

Sincerely,

/s/ _____

Blind copy to:

Director of Facilities

Billeting/Housing Officer

NAF Specialist

Custodian, MCRD/WRR Billeting Fund

Figure 3-4.--Format for Letter of Successor to Interest

SOP FOR THE MCRD/WRR SAN DIEGO BILLETING FUND

HEADING

00/XXX/XXX
7010
Date

From: Custodian, MCRD/WRR San Diego Billeting Fund
To: _____

Subj: APPOINTMENT OF RECEIVING AGENT

Ref: (a) DoD 7000.14-R

1. Effective this date, you are hereby appointed Receiving Agent for the MCRD/WRR Billeting Fund. You will be guided in the performance of your duties by the reference.

2. Your duties include, but are not limited to, the following:

a. Inspect merchandise to ensure it is the quality/quantity ordered.

b. Notify the Purchasing Agent of any variance in items ordered and those received.

c. Sign all vendor's invoices at the time of receipt of merchandise.

d. Visually confirm all items for which signed.

3. You will ensure that all vendor invoices are turned over to Morale, Welfare, and Recreation (MWR) Accounting immediately after receipt, on a daily basis.

/s/ _____

Copy to:
Director of Facilities
Billeting/Housing Officer
NAF Specialist
Custodian, MCRD/WRR Billeting Fund

Figure 3-5.--Format for Letter of Appointment as Receiving Agent

